

City of Seat Pleasant, MD

Request for Proposal
for
Copier Machine Services

Advertised 5-1-2012 through 5-24-2012

Package # 01

I. OVERVIEW

The City of Seat Pleasant, MD is requesting bids for a four year copier machine lease that will include support services, toner and copier staples. A total of four copier machines is needed to meet the City's basic document reproduction needs. The machines must be "user friendly", energy efficient and meet the following specifications:

Minimum Copier Functions

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| 1) Minimum of 20 PPM Black/White Copies | 7) Lighten/Darken Feature |
| 2) Minimum of 20 PPM Color Copies | 8) Photo Quality Adjustment |
| 3) Reduction/Enlargement Feature | 9) Adjustable Multiple Paper Size Trays |
| 4) Paper Tray Selection Feature | 10) Scan/Print to Email |
| 5) Color Mode Feature | 11) Staple/Collate Feature |
| 6) Ability to Track Copies by Department | 12) Automated document feeder |

All proposals must be submitted to Robert Ashton, City Treasurer, no later than **5-25-2012** by 5:00pm close of business at the address shown below. All materials in the proposal excluding intellectual properties of the vendors if accepted become the property of the City of Seat Pleasant. The City reserves the right to refuse acceptance of any proposal.

Send proposals to:

City of Seat Pleasant
Attn: Robert Ashton, City Treasurer
6301 Addison Road
Seat Pleasant, MD 20743

II. INTRODUCTION

Proposals from established vendors that are in the business of multi-function copier machines are being solicited. Only offers meeting the minimum copier functions and submission and other requirements will be considered. Specifically, those offers with a lease to own or purchase option will be given special consideration.

III. SUBMISSION and OTHER REQUIREMENTS

To be considered for the bidding process, all proposals shall be submitted as required below:

- 1) All proposal materials must be received in a sealed envelope;
- 2) List your years experience leasing or selling copiers;
- 3) Proposal must contain a brief overview of the company;
- 4) Include a qualifications statement describing projects and installations of similar scope and size;
- 5) Provide three customer references who you have done business with for at least 3 years for similar services as in this request for proposal;
- 6) Explain your problem resolution process for service/equipment and technical/connectivity problems;
- 7) Prepare costs estimates based upon a 48-month lease term and an outright purchase of the copier equipment. The proposal should also provide a breakdown of the per page cost for black/white and color copies, per page cost for excess copies, and monthly lease cost. Support services, toner and copier staples shall be

covered in the lease by the vendor. However, paper cost is not included in the lease terms;

- 8) Copiers shall be newly manufactured with no used or refurbished parts;
- 9) The vendor will guarantee the availability of replacement parts, applicable accessories and equipment for the duration of the contract term;
- 10) The vendor will address defects in software or equipment within four (4) hours of such report;
- 11) If the reported defects(s) remain unresolved for a period of forty-eight (48) hours or more, the vendor will provide the City of Seat Pleasant with a comparable loaner copier at no charge;
- 12) The vendor will cover the cost of equipment delivery at start of lease, initial setup/networking cost if applicable and cost of equipment removal at end of the lease.

IV. TERM

The contract shall be for duration of four (4) years starting from the date of award notice. At the end of the lease term, the contract will automatically be extended to a month-to-month basis unless one or both parties desire to end the agreement. If month-to-month contracting occurs, written notification is required at least two months before the actual termination of the month-to-month lease. The terms and conditions of the original lease remain in effect for a month-to-month lease.

V. EVALUATION OF PROPOSALS

The responses to the information presented in Section III entitled Submission and Other Requirements will be used to evaluate each proposal. Please respond to each question or requirement listed that section.

VI. SUB-CONTRACTING OF CONTRACT:

The contracted services cannot be sub-contracted out to a sub-contractor without prior written approval from the City of Seat Pleasant.

VII. AWARD and EXECUTION OF CONTRACT:

The highest scored vendor will be awarded the contract, subject to contract terms. Written notification will be sent to the winning bidder with a consolation notice sent to the non-selected contestant(s). Furthermore, no contract or agreement, express or implied, shall exist or be binding on the City of Seat Pleasant without a written Award Notice from the City and a contract signed by both parties.